

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
MZ12345

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any position replaced)		3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location NAVHOSP JAX		5. Duty Station BASE MED CLINIC, MARIETTA, GA		6. OPM Certification No.	
				7. Fair Labor Standard Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Non-critical Sensitive <input type="checkbox"/> 4--special Sensitive	
								13. Competitive Level Code 0001	
								14. Agency use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		MANAGEMENT ASSISTANT (OA)		GS		0344		06 MW 05/22/00	
e. Recommended by Supervisor or Initiation Office		MANAGEMENT ASSISTANT (OA)		GS		0344		06	

16. Organizational Title of Position (if different from official title) NAVAL HOSPITAL JACKSONVILLE		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment DIRECTORATE FOR OPERATIONAL MEDICINE		c. Third Subdivision	
a. First Subdivision BRANCH MEDICAL CLINIC, MARIETTA		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	
19. Employee Review-This is an accurate description of the major duties		Signature of Employee (optional)	

20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	
a. Typed Name and Title of Immediate Supervisor ALBERT EINSTEIN, LCDR, USN OIC, BRANCH MEDICAL CLINIC, ATLANTA	
b. Typed Name and Title of Higher-Level supervisor or manager (optional)	
Signature	Date
Signature	Date

21. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most Applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position OPM PCS for GS-0344, TS 124 Dated 05/93									
Typed Name and Title of Official Taking Action MARTHA WASHINGTON Personnel Staffing & Classification Specialist					Information for Employees: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
Signature					Date									
23. Position Review					Initials					Date				
a. Employee (optional)														
b. Supervisor														
c. Classifier														

24. Remarks
BUS CODE: 7777

25. Description of Major Duties and Responsibilities (See Attached)